

City of Albuquerque's Compliance Plan

Specific compliance issues to be addressed	Specific actions to address compliance issues	Responsible (I person)	Deadline / Proof of Compliance / Data Sources	Completed? (Yes/No)
Review, Remediate and Decrease the Backlog of Field Use of Force Investigations	Internal Affairs (IA)-Force, Training Academy and other identified APD personnel will:			
	Define the scope of backlogged Use of Force (UoF) investigations and develop a remediation plan to decrease this backlog	Commander Robert Middleton (IA-Force)	5/7/2018 Remediation Plan	0
	Compile a list of backlogged UoF investigations to be addressed in the remediation plan		5/7/2018 Remediation Plan	0
	Prioritize backlogged UoF investigations to be reviewed using the remediation plan		5/7/2018 Remediation Plan	0
	Identify and correspond video with each UoF and the investigation while also identifying cases without video		5/7/2018 Memo	0
	Develop a training plan, in collaboration with the APD Training Academy, to train personnel how to conduct reviews of backlogged UoF investigations		5/11/2018 Training Plan	0
	Identify personnel with investigative backgrounds for assignment to the backlog review team		5/14/2018 Training Documents	0
	Deliver training to personnel and the supervisor(s) assigned to the backlog review team		5/14/2018 Memo	0
	Conduct weekly review meetings with the backlog review team, IA-Force Division Commander, IA-Force Division Lieutenant, the Compliance Bureau Deputy Chief of Police and the Compliance Division Lieutenant to perform case reviews and report on progress		On going Meeting Minutes	0
	Develop a training plan, in collaboration with the APD Training Academy, to train members of the backlog review team in their role and responsibility in the review of UoF related videos		5/11/2018 Training Plan	0
Deliver video review function training to backlog review team members and supervisor(s)	5/14/2018 Training Documents	0		
Review, Remediate and Decrease the Backlog of Serious Use of Force Investigations	Internal Affairs (IA), Training Academy and other identified APD personnel will:			
	Define the scope of backlogged Use of Force (UoF) investigations and develop a remediation plan to decrease this backlog	Commander Robert Middleton (IA-Force)	5/7/2018 Remediation Plan	0
	Compile a list of backlogged UoF investigations to be addressed in the remediation plan		5/7/2018 Remediation Plan	0
	Prioritize backlogged UoF investigations to be reviewed using the remediation plan		5/7/2018 Remediation Plan	0
	Identify corresponding video with each UoF and its investigation, to include identifying cases without video		5/7/2018 Memo	0
	Develop a training plan, in collaboration with the APD Training Academy, to conduct reviews of backlogged serious UoF investigations		5/11/2018 Training Plan	0
	Identify personnel with investigative backgrounds for assignment to the backlog review team		5/14/2018 Training Documents	0
	Deliver training to personnel and the supervisor(s) assigned to the backlog review team		5/14/2018 Memo	0
	Conduct weekly review meetings with the backlog review team, IA-Force Division Commander, IA-Force Division Lieutenant, the Compliance Bureau Deputy Chief of Police and the Compliance Division Lieutenant to perform case review and report on progress		On going Meeting Minutes	0

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Create a Compliance Division (Implementation Unit) within the APD Compliance Bureau	Develop a training plan, in collaboration with the APD Academy, for the backlog review team members and their responsibility to review UoF related videos	5/1/2018	Training Plan	0	
	Deliver video review function training to backlog review team members and supervisor(s)	5/14/2018	Training Documents	0	
Compliance Division personnel will:					
Identify unnecessary positions working in the recently dissolved Inspections Division and draft a problem solving document (CSW) for repurposing those positions as part of the Compliance Division (Obtain current employee roles and responsibilities from remaining personnel within the recently dissolved Inspections Division (now Compliance Division))	Under the Compliance Bureau	Lieutenant Cori Lowe (Compliance Division)	1/2/2018	CSW document to DCOP Garcia	1
	Draft job descriptions for the newly identified Implementation Unit Manager and Performance Metrics Unit Manager positions		1/3/2018	Copies of city job descriptions and individual comment	1
	Submit job descriptions for the above management positions to the City for approval (already approved by CAO Nair)		2/23/2018	Organizational chart	1
	Draft job descriptions for the newly identified Force Review Unit that will be responsible for conducting an additional supervisory review of all completed level 1 and a sample of level 2 and level 3 UoF investigations		2/14/2017	Job descriptions template	1
	Complete a Job Task Analysis and Needs Assessment to identify sufficient staffing for the Implementation Unit, the Performance Metrics Unit and the Force Review Unit to provide quality compliance assistance to the APD		3/2/2018	Job description form mandated by the City	1
	Draft a staffing request memo to the Chief of Police for sworn personnel based on the findings of the completed Job Task Analysis and Needs Assessment		5/5/2018	Job descriptions draft	0
	Based on the results of the approved budget (effective July 1, 2018), draft a staffing request memo to the Chief of Police for civilian personnel based on the findings of the completed Job Task Analysis and Needs Assessment		5/20/2018	Completed JTA and NA	0
	Develop and submit a Compliance Division organizational chart to the CAO and Chief of Police for review and approval	Deputy Chief Garcia	6/10/2018	Staffing memo request	0
	Submit the final organizational chart to IMT and Parties for review and approval	(Compliance Division)	7/20/2018	Staffing memo request	0
			7/20/2018	Staffing memo request	0
			7/20/2018	Staffing memo request	0
			7/20/2018	Staffing memo request	0
			7/20/2018	Staffing memo request	0
			7/20/2018	Staffing memo request	0
Compliance Division personnel will:					
Prepare a draft of SOP 3-52 (Policy Development Process) to enable the review, discussion and revision of Department standard operating procedures moving forward	Jeremy Schmitt (City Attorney)	2/26/2018	Draft SOP	1	
		3/12/2018	E-mail correspondence and Notes from Meeting	1	
		3/22/2018	Amended SOP 3-52	0	
		3/27/2018	Draft SOP 3-52	0	
		4/9/2018	Revised draft of SOP e-mail correspondence	0	
		4/14/2018	PowerDMs, city website	0	

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Develop and Implement Compliance Division Policy		Compliance Division personnel will:		Lieutenant Cort Lowe (Compliance Division)		Lieutenant Cort Lowe (Compliance Division)	
Create a section within the Compliance Division devoted to Prof. case oversight	Identify best practices for Compliance Division related SOPs from other law enforcement agencies (i.e. Cleveland PD, Seattle PD and New Orleans PD) Develop processes and process flows for each identified section within the Compliance Division	Draft a new SOP for the Compliance Division to address goals and objectives, personnel roles and responsibilities, training, UoF review and paragraph/division compliance, data analysis procedures, auditing processes, project management, etc. (Dependent upon budget and staffing approval) Submit involved SOPs to OPA and follow SOP 3-52 (Policy Development) process for policy approval	Compliance Division personnel will:	Develop a UoF performance review unit to oversee and review investigations to identify "policy outliers" in UoF cases not previously addressed in all level 1 and level 3 UoF reviews and investigations and samples of level 2 UoF cases	Lieutenant Cort Lowe (Compliance Division)	4/20/2018	Organization chart, job description(s), training plan
Develop a process to measure progress of the Compliance Plan	Develop a process for conducting random and directed reviews of all level 1 and samples of levels 2 and 3 UoF cases	Develop a process to conduct a detailed UoF investigation failure analysis to determine the cause of the failure with the goal of determining corrective supervision, tactics, equipment (similar to the FRB function), disciplinary and/or remediation responses for identified failures	Compliance Division personnel will:	Schedule a technical assistance meeting with Dr. Ginger and Project Leads to develop open lines of communication between APD and the IMT	Lieutenant Cort Lowe (Compliance Division)	3/13/2018	Minutes and sign in
Address staffing deficiencies within the Training Academy	The APD Training Academy personnel will:	Identify best practices for performance measurements from other law enforcement agencies to measure progress of tasks/actions	Compliance Division personnel will:	Provide a copy of the court filed compliance plan to the Project Leads via e-mail	Lieutenant Cort Lowe (Compliance Division)	4/10/2018	Email correspondence
The APD Training Academy personnel will:	Implement approved progress measurement plan	Identify a process and a platform to illustratively communicate progress in the reform effort to be presented to the community, Parties and Monitor	Compliance Division personnel will:	Submit progress measurement process to IMT and parties for review/approval	Lieutenant Cort Lowe (Compliance Division)	4/20/2018	Correspondence, chosen platform documentation, process work flow
The APD Training Academy personnel will:	Develop Job Task Analysis (JTA) template to identify Academy personnel staffing deficiencies	Conduct JTA for all current Training Academy staff positions	Compliance Division personnel will:	Research national best practices to identify staffing of other law enforcement agencies training sections	Commander John Sullivan (Training Academy)	1/12/2018	JTA template
Compile the completed JTA submissions for review and verification by the Training Academy Lieutenant	The APD Training Academy personnel will:	Compile the completed JTA submissions for review and verification by the Training Academy Lieutenant	Compliance Division personnel will:	Submit progress measurement process to IMT and parties for review/approval	Lieutenant Cort Lowe (Compliance Division)	4/20/2018	Process work flow and measurement illustration example, approval feedback
The APD Training Academy personnel will:	Implement approved progress measurement plan	Identify a process and a platform to illustratively communicate progress in the reform effort to be presented to the community, Parties and Monitor	Compliance Division personnel will:	Submit progress measurement process to IMT and parties for review/approval	Lieutenant Cort Lowe (Compliance Division)	4/20/2018	Process work flow and measurement illustration example, approval feedback
The APD Training Academy personnel will:	Develop Job Task Analysis (JTA) template to identify Academy personnel staffing deficiencies	Conduct JTA for all current Training Academy staff positions	Compliance Division personnel will:	Research national best practices to identify staffing of other law enforcement agencies training sections	Commander John Sullivan (Training Academy)	1/12/2018	JTA template
Compile the completed JTA submissions for review and verification by the Training Academy Lieutenant	The APD Training Academy personnel will:	Compile the completed JTA submissions for review and verification by the Training Academy Lieutenant	Compliance Division personnel will:	Submit progress measurement process to IMT and parties for review/approval	Lieutenant Cort Lowe (Compliance Division)	4/20/2018	Process work flow and measurement illustration example, approval feedback

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Develop a process to determine transfer of knowledge	Draft a COB document with the verified results of the JTAs to the Training Academy chain of command	2/18/2018	Memo addressed to the chain of command	1
	Present JTA findings memo including a staffing request and a proposed organization chart for approval	2/23/2018	Memo addressed to the chain of command	1
	The Training Academy received written disapproval for additional personnel	3/8/2018	Via email correspondence	1
	The APD Training Academy personnel will:			
Develop a Modified Civilian Police Academy (CPA) for POB/CPOA/CPC members	Complete a CSW on effective transfer of knowledge (post-training testing methods)	2/23/2018	CSW	1
	Submit the CSW through the Compliance Division to the Chief of Police	2/23/2018	CSW, email correspondence	1
	The APD Advanced Training will:			
	<p>Develop a modified CPA program for POB/CPOA/CPC members</p> <p>Deliver a modified CPA for POB/CPOA/CPC members over a two weekend period</p> <p>Develop an Instructor Code of Conduct form and include in lesson plans</p> <p>Develop a survey component that will be utilized to assess efficacy of the CPA, identifying strengths of the training and areas of improvement</p> <p>Evaluate the survey findings for the revision of a Needs Assessment (part of the 7-step training process) for the next modified CPA</p>	<p>1/20/2018</p> <p>2/1/2018</p> <p>3/4/2018</p> <p>2/1/2018</p> <p>2/24/2018</p> <p>3/30/2018</p>	<p>CSA A. Erickson</p> <p>Schedule</p> <p>Attendance rosters for 02/24-25/2018 and 03/03-04/2018</p> <p>Code of Conduct form</p> <p>Surveys with feedback</p> <p>Memo</p>	1 1 1 1 1 0
Develop a Comprehensive Training Plans (TP) to provide effective and efficient training	APD Training Academy will:			
	Develop Comprehensive Training Plans (TP) using the 7-step training process to have a systematic and detailed plan that provides consistency for all training conducted for APD	11/30/2017	Draft TP	1
	Submit the TP to IMT for correction/approval	12/17/2017	Draft TP	1
	Draft a secondary TP addressing the IMR-6 recommendations to improve the training process	4/1/2018	Revised draft of the TP	0
Improve the Force Review Board (FRB) process	Resubmit the revised TP to the IMT for revision and approval	4/1/2018	Revised draft of the TP	0
	The Project Lead along with IA Training Academy, FSB and other identified APD personnel will:			
	Identify deficiencies in the current FRB SOP (2-56)	12/1/2017	COB identifying the deficiencies	1
	Draft standardized forms for FRB to use going forward	12/1/2017	Draft Forms	1
Identify national practices of other law enforcement agencies that have and use an FRB process	Identify national practices of other law enforcement agencies that have and use an FRB process	1/15/2018	Electronic correspondence and IAC/Puel	1
	Revise the FRB SOP 2-56 to address the identified deficiencies	1/30/2018	Draft revision of SOP 2-56	1
	Draft a Special Order to continue tactical FRB to keep from creating a large backlog of cases awaiting review	2/3/2018	Draft of Special Order	1
	Submit the Special Order to the IMT and parties for approval	2/28/2018	Draft Special Order	1
	Submit a draft of the SOP and forms to the IMT and parties for approval/feedback	3/1/2018	IMT approval/corrections correspondence	1
	Develop an FRB handbook draft to assist current and future FRB members in the FRB process	3/30/2018	Handbook draft	0

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Submit (U of) Training	Develop a Training Plan for IAD-Force personnel	Submit SOP 2-56 to the SOP Liaison to begin the policy development process (see SOP 3-52)							
		Develop a training plan, in collaboration with Training Academy personnel, to train FRB members on the FRB process and UoF policies and investigations							
		Submit an APD FRB training plan to the IMT and parties for review/approval							
		Train new FRB voting members on policies, expectations and procedures for conducting a thorough review							
		APD Advanced Training Force Investigations (IAD-Force) will:							
6. Unit Concerns	Evaluate McClelland Sub-class concerns	Develop a training plan (TT) for IAD-Force personnel to perform UoF, criminal and misconduct investigations. The training will be developed using the previously approved 7-step training process							
		Behavioral Health Section/Compliance Division personnel will:							
		Schedule a meeting with the McClelland Sub-class attorneys pertaining to the concern that, "APD officers continue to jail people who need psychiatric hospitalization in violation of APD's new policy"							
		Provide eCIT recruitment and training plan to the McClelland Sub-class attorneys							
		Scientific Evidence Unit personnel will:							
Provide dedicated administrative support personnel to the Community Policing Council (CPC)	Provide the concerns of CPOA/POB members Evidence.com access for case investigation	Develop documented parameters to allow video access for CPOA/POB members into Evidence.com for the completion of case reviews and investigations							
		The CPC Manager and identified APD personnel will:							
		Draft a CPC administrative assistant job description to provide assistance for CPC minutes and agendas, recommendation(s) documentation, and to provide technological assistance to update CPC websites.							
		Submit the job description for approval							
		Chris Sylvan							
		4/1/2018	SOP draft		0				
		4/20/2018	Training Plan that includes UoF and FRB related SOPs (update upon UoF SOP suite approval)		0				
		4/20/2018	Training Plan that includes UoF and FRB related SOPs (update upon UoF SOP suite approval)		0				
		4/30/2018	Sign in roster, Training Plan that includes UoF and FRB related SOPs (update upon UoF SOP suite approval)		0				
		6/4/2018	Training Plan		0				
		3/19/2018	Scheduling calendar		0				
		5/1/2018	APD eCIT recruitment and training plan		0				
		4/13/2018	Written correspondence		0				
		4/12/2018	Job description		0				
		4/12/2018	Job description, correspondence		0				